



**Club Officer and Activity Chair  
Job Descriptions**  
**“之家” 干部及活动主席工作描述**

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## **POSITIONS:**

### **职位:**

- **Governing Board Officers (required positions)**  
“之家”干部（必需职位）
  - [Chair](#) 主席
  - [Vice-Chair](#) 副主席
  - [Secretary](#) and/or 秘书 和/或
  - [Treasurer](#) 财务
  - [Member-at-large](#) (non-voting) 联络员（无投票权）
- **Activity Chair positions (optional positions)** 活动主席职位（可选职位）
  - [Education Activity Chair](#) 培训活动主席
  - [Membership Activity Chair](#) 会员活动主席
  - [Webmaster Activity Chair](#) 网站管理员活动主席
  - [Student Activity Chair](#) 学生活动主席

## **TERMS:**

### **任期:**

Term July 1 – June 30

7月1日-6月30日

All governing positions (except for treasurer) are 1-year terms that may be renewed twice for a maximum of 3 years.

所有“之家”干部职位（除了财务）均为1年任期，可续期两次，最长任期不超过3年。

The treasurer position is a three-year term that may be renewed once for a maximum of 6 years.

财务职位的任期为3年，可续期一次，最长任期不超过6年。

Activity Chair positions are optional. These positions are appointed by a majority vote of the Governing Board Officers. The position is a 1-year term that may be renewed twice for a maximum of 3 years.

活动主席职位是可选的。这些职位由“之家”干部多数投票决定。该职位任期1年，可续期两次，最长任期不超过3年。

## **VOTE:**

### **投票:**

Governing Board Officers are voting members of the Club Governing Board (excluding Member-at-large). The Activity Chairs are members of the Club Governing Board but are non-voting members. In the event of a tie, the Member-at-large will be the deciding vote.

“之家”干部是“之家”干部会议的投票成员（不包括联络员）。活动主席是“之家”干部会议的成员，但不是投票成员。当出现投票平局时，联络员的投票将成为决定性的一票。

## **QUALIFICATIONS:**

### **资质:**

Qualified candidates for any position must be an AMPP member in good standing and assigned to the Club in which they hold a leadership position.

任何职位的申请人，首先必须是有效的AMPP会员，才能被指派入“之家”担任领导职位。

## **REMUNERATION:**

### **报酬**

Service as a Club officer is without remuneration.

担当“之家”干部，无任何报酬。

## **ROLE DESCRIPTIONS:**

### **职位描述:**

#### **Chair**

#### **主席**

- **Purpose:** Effectively operate the Club so that the needs of the members are met. Responsible for ethical oversight of the Club's activities and funds.  
目的：有效运作“之家”，确保会员的需求得到满足。负责道德监督“之家”活动和资金。
- **Essential Duties**  
基本职责
  - **Ensure proper administration and conduct of the Club**  
确保“之家”的正常管理与运作
  - **Ensure the accomplishment of Club goals, objectives, and strategies**  
确保完成“之家”的长期目标、短期目标和战略
  - **Prepare agendas for all meetings of the Club Governing Board**  
准备所有“之家”干部会议的会议议程
  - **Preside over Club Governing Board and Club meetings**  
主持所有“之家”干部会议和“之家”会议
  - **Lead effective transition to a new Governing Board**  
带头有效过渡至新的干部架构
  - **Serve as a voting member on the Club Governing Board**  
作为“之家”干部会议的投票成员之一

## **Vice-Chair**

### **副主席**

- Purpose: The Club Vice-Chair supports the Club Chair's role to provide ethical oversight of the Club's activities and functions.  
目的：“之家”副主席支持主席提供“之家”活动和运作的道德监督工作。
- Essential Duties  
基本职责
  - Provide executive support to the Club Chair  
为“之家”主席提供行政支持
  - Perform the duties of the Chair in their absence  
在主席缺席时，临时担当主席一职
  - Perform special assignments made by the Chair  
执行主席分配的任务
  - Serve as a voting member on the Club Governing Board  
作为“之家”干部会议的投票成员之一

## **Secretary**

### **秘书**

- Purpose: The Club Secretary is the official keeper of the records. It is the Secretary's responsibility to make sure that the minutes are distributed to the Governing Board.  
目的：“之家”秘书是记录的官方保留者。秘书的责任，是确保备忘录被分发给干部会议的所有成员。
- Essential Duties  
基本职责
  - Provide administrative support to the Chair and the Club Governing Board  
为主席和“之家”干部会议提供行政支持
  - Maintain and distribute minutes of Club Governing Board meetings  
保留并分发“之家”干部会议的会议纪要
  - Distribute agendas of Club Governing Board meetings  
分发“之家”干部会议的议程
  - Serve as a voting member on the Club Governing Board  
作为“之家”干部会议的投票成员之一

## **Treasurer**

### **财务**

- Purpose: The Club Treasurer is responsible for the integrity of the fiscal affairs of the Club and ensuring that financial records and assets are accurately maintained.  
目的：“之家”财务负责“之家”财政事务的完整性，确保财务记录和资产得到准确保留和维护。
- Essential Duties  
基本职责
  - Collect, deposit, and maintain records of all Club funds in accordance with the Club Affiliation Agreement  
根据“之家”附属协议筹集和储存所有“之家”资金并保存资金记录文件。
  - Issues payment for invoices in a timely manner  
及时出具支付凭证
  - Fiduciary responsibility to ensure that the terms of the Club Affiliation Agreement are met regarding financial concerns  
受托负责确保符合“之家”附属协议中有关财务方面的条款

- Provide ethical oversight of the Club funds and ensure financial reporting  
负责道德监督“之家”资金并确保及时提交财务报告
- Serve as a voting member on the Club Governing Board  
作为“之家”干部会议的投票成员之一

### **Member-at-large**

#### **联络员**

- Purpose: The Club Member-at-large serves as a liaison to the general membership of the Club and representative to the Governing Board.  
目的：“之家”联络员作为“之家”全体会员和干部代表的联络人。
- Essential Duties  
基本职责
  - Primarily serves as a liaison between the membership and the Club Governing Board  
主要职责是担当全体会员和“之家”干部之间的联络人
  - Solicits program topics from membership and evaluates relevance and interest to members  
向会员征求会议议题建议并评估与会员的相关性和兴趣度
  - Serve as a non-voting member on the Club Governing Board (in the event of a tie, the Member-at-large will be the deciding vote)  
作为“之家”干部的非投票成员（在出现投票平局时，联络员的投票将成为决定性的一票）
  - Represent the regional membership's interest to local government agencies and/or NGO facilities, promoting the mission of the organization  
代表当地会员的利益，向当地政府机构和/或非政府机构推广协会的使命

## **Education Activity Chair**

### **培训活动主席**

- Purpose: The Club Education Activity Chair coordinates and supervises logistics for Club education events and courses.  
目的：“之家”培训活动主席负责协调和监督“之家”培训活动和课程的后勤工作。
- Essential Duties  
基本职责
  - Promote education programs to the Club membership  
向“之家”会员推广培训课程
  - Determine the needs of the Club membership for AMPP courses  
为AMPP课程确定“之家”会员的培训需求
  - Ensure that education literature is displayed and promoted at all Club meetings  
确保在所有“之家”会议上展示和推广培训资料
  - Supervise education activities put on by the Club  
监管“之家”举办的培训活动
  - Serve as a non-voting member on the Club Governing Board  
作为“之家”干部会议的非投票成员

## **Membership Activity Chair**

### **会员活动主席**

- Purpose: To provide leadership in recruiting new members and retaining current members.  
目的：在招募新会员和保留现有会员中提供领导服务
- Essential Duties  
基本职责
  - Promote membership in AMPP and engagement with the Club  
推广AMPP会员机制并与“之家”互动
  - Maintain an updated list of Club members  
保留“之家”会员更新清单
  - Participate in local industry shows and at meetings of other technical societies to promote AMPP membership  
参加当地行业展会和其他技术学会的会议并推广AMPP会员机制
  - Make certain that new members are welcomed at Club meetings  
确保新会员被欢迎参加“之家”会议
  - Serve as a non-voting member on the Club Governing Board  
作为“之家”干部会议的非投票成员

## **Webmaster Activity Chair**

### **网站管理员活动主席**

- Purpose: The Club Webmaster Activity Chair is responsible for the creation and maintenance of the Club website.  
目的：“之家”网站管理员活动主席负责创建和维护“之家”网站。
- Essential Duties  
基本职责
  - Maintain and update the Club website  
维护和更新“之家”网站
  - Post all meeting notices to the Club website  
将所有会议通知发布在“之家”网站上
  - Test and monitor web site to ensure functionality  
监测网站，确保网站正常发挥作用

- Serve as a non-voting member on the Club Governing Board  
作为“之家”干部会议的非投票成员

### **Student Activity Chair**

#### **学生活动主席**

- Purpose: The Club Student Activity Chair is responsible for promoting student activities within the Club and implementing efforts to support local students.  
目的：“之家”学生活动主席负责在“之家”内推广学生活动，并努力支持当地的学生。
- Essential Duties  
基本职责
  - Act as advocate for the Club in schools/universities  
在学校/大学校园内担当“之家”的拥护者
  - Coordinate scholarships through your Club  
通过所在“之家”协调奖学金事宜
  - Interface between local students and your Club  
担当当地学生和所在“之家”之间的联络人
  - Coordinate and facilitate student participation at AMPP Club meetings  
协调并促进学生参与AMPP“之家”会议
  - Serve as a non-voting member on the Club Governing Board  
作为“之家”干部会议的非投票成员